**Guardian angels Central Catholic**

**Teacher Evaluation and Expectation Form**

**Teacher: Teaching Position:**

**Date: Observation Number:** 1 2

**Length of Observation: Time: Period: Minutes:**

**Nature of Activities Observed:**

(discussion – lecture – testing – individual study – etc.)

**Observer:** Principal or Curriculum Director

**S – Satisfactory U – Unsatisfactory N – Not Observed I-Needs Improvement**

**Competencies to Look For: Comments**

**Classroom Organization and Management**

1. **The teacher keeps record of student achievement by:**

* Keeping records in a grade book in Sycamore. S U N I I
* Reviewing their grading policy with their students. S U N I
* Providing students with a written copy of class syllabus. S U N I
* Adhering to policies set forth in class syllabus S U N I

1. **The teacher enforces school policy throughout the building and during school sponsored activities by:**

* Supervising students throughout the building during the S U N I

regular school day.

* Supervising students in the classroom throughout the S U N I

regular school day.

* Enforcing school board policy and student handbook policy S U N I

and reporting such violations to the principal.

* Supervising students as a sponsor at school-sponsored S U N I

activities.

* Using written and posted classroom expectations, rules S U N I

and policies.

1. **The teacher utilizes effective student management techniques by:**

* Reinforcing positive behavior and avoids humiliating and S U N I

degrading students.

* Acting courteously to students modeling desired behavior. S U N I
* Organizing class activities for a substitute when absent from S U N I

school.

* Consistently disciplining students through fair and impartial S U N I

treatment.

1. **The teacher documents the appropriate information in lesson plans:**

* Using Archdiocesan standards or state standards when S U N I

planning lessons.

* Mapping curriculum in order to track lesson progression. S U N I

**Competencies to Look For: Comments**

**Instructional Performance**

1. **The teacher is knowledgeable about the subject matter.** S U N I
2. **The teacher has an objective for each class period and teaches** S U NI

**to that objective.**

1. **The teacher is able to motivate students by:**

* Teaching to the appropriate learning level of students S U N I

to increase their chances for success.

* Making the subject matter relevant to students. S U N I
* Holding students accountable for their work. S U N I
* Using classroom activities other than seatwork when S U N I

appropriate.

* Using a variety of teaching modes to reach all learning styles. S U N I
* Making sure the classroom has a pleasant environment. S U N I
* Displaying student work in the classroom or school. S U N I

1. **The teacher:**

* Demonstrates what is expected of students. S U N I
* Uses positive feedback when appropriate. S U N I
* Distributes assignments and tests back to the students S U N I

within three days of performance to insure proper feedback

results.

* Maintains a neat room. S U N I
* Uses bulletin boards to decorate or display student work. S U N I

**Personal and Professional Conduct**

1. **The teacher behaves professionally toward:**

* Colleagues. S U N I
* Administration. S U N I
* Non-certified staff. S U N I

1. **The teacher is punctual to the classroom and to school.** S U N I
2. **The teacher complies with reasonable requests of** S U N I

**administration.**

1. **The teacher adheres to the professional growth policy of** S U N I

**Guardian Angels Central Catholic School.**

1. **The teacher displays professional ethics.** S U N I
2. **The teacher discusses students in a professional manner.** S U N I
3. **The teacher displays moral ethics and upholds the teachings of** S U N I

**the Catholic Church.**

1. **The teacher respects the confidentiality rights of the student,** S U N I

**the teachers and staff as well as the school.**

**Overall Strength of this teacher:**

**Areas where improvement is needed:**

**Suggestions for improvement:**

**Timeline for improvement:**

**Overall Performance: Satisfactory / Unsatisfactory**

**Teacher’s Remarks (Optional, Not Required):**

**Signature indicates completion of evaluation – not necessarily agreement.**

**Teacher: Date:**